

Attachment C

The following pages contain two attachments to Procurement Policy Notice 01-02, issued by the EPA Office of Acquisition Management in March 2001.

To avoid confusion, these documents have *not* been renumbered for the purposes of this quality management plan, since they are the products of the Office of Acquisitions Management and are not subject to modification by the Office of Water. However, the titles of each document appears here with a parenthetical statement indicating their source, e.g., Procurement Policy Notice 01-02.

Attachment 1 (to Procurement Policy Notice 01-02)
Directions for Contracting Officer's Representatives

- STEP 1. After consultation with the QA Manager (or the appropriate QA personnel¹), complete the QA Review Form and obtain a concurrence signature of the QA Manager as part of the acquisition package. If QA requirements are not applicable to the procurement (indicated on the QA Review Form), the remaining Steps do not apply.
- STEP 2. With the assistance of the QA Manager, determine what quality standards apply. Generally, ANSI/ASQC E4-1994 applies to the majority of EPA's work requiring higher-level contract quality requirements; however, standards other than ANSI/ASQC E4-1994 may also apply depending on the nature of the work (for example, ISO 9001, ANSI/ASME NQA-1, etc.). If ANSI/ASQC E4-1994 does not apply, proceed to Step 5.
- STEP 3. If ANSI/ASQC E4-1994 applies, identify (with the assistance of the QA Manager) whether the contract work will consist of:
- A. a single project - a contract in which there is one statement of work issued for a project that will occur only once;
 - B. multiple projects with different activities - a contract in which the statement of work contains multiple projects covering many different activities or tasks; for example, a contract to perform monitoring, sampling and analysis, data analysis, training, or other activities; or
 - C. multiple projects with similar activities - a contract in which the statement of work contains multiple projects covering similar activities or tasks; for example, a contract to perform monitoring that uses the same methodology at different locations.
- A. If the contract consists of a *single project*, you must require one of the following:
- 1. Before Award: A Quality Management Plan
After Award: A Quality Assurance Project Plan for the contract
(Note: These are the default requirements.)
 - 2. Before Award: QA Manager-specified documentation²
After Award: A Quality Management Plan and a Quality Assurance Project Plan for the contract
 - 3. Before Award: QA Manager-specified documentation²

¹Appropriate QA personnel are defined in each EPA organization's Agency-approved Quality Management Plan. For simplicity, the use of the term QA Manager will refer to both the QA Manager and other approved QA personnel.

²QA Manager-specified documentation is defined in an EPA organization's Agency approved Quality Management Plan. This documentation must be consistent with Agency requirements defined in EPA Order 5360 A1 (May 2000).

- After Award: A Joint Quality Management Plan/Quality Assurance Project Plan for the contract
- 4. Before Award: A Joint Quality Management Plan/Quality Assurance Project Plan for the contract
- After Award: None

B. If the contract consists of *multiple projects with different activities*, you must require one of the following:

- 1. Before Award: A Quality Management Plan
- After Award: A Quality Assurance Project Plan for each applicable project
- (Note: These are the default requirements.)**
- 2. Before Award: QA Manager-specified documentation²
- After Award: A Quality Management Plan and a Quality Assurance Project Plan for each applicable project

C. If the contract consists of *multiple projects with similar activities*, you must require one of the following:

- 1. Before Award: A Quality Management Plan
- After Award: A Quality Assurance Project Plan for each applicable project
- (Note: These are the default requirements.)**
- 2. Before Award: A Quality Management Plan
- After Award: A Programmatic Quality Assurance Project Plan for the entire program (contract) and a project-specific supplement to the Programmatic Quality Assurance Project Plan for each applicable project
- 3. Before Award: A Quality Management Plan and a Programmatic Quality Assurance Project Plan for the entire program (contract)
- After Award: A project-specific supplement to the Programmatic Quality Assurance Project Plan for each applicable project
- 4. Before Award: QA Manager-specified documentation²
- After Award: A Quality Management Plan and a Quality Assurance Project Plan for each applicable project
- 5. Before Award: QA Manager-specified documentation²
- After Award: A Quality Management Plan, a Programmatic Quality Assurance Project Plan for the entire program (contract), and a project-specific supplement to the Programmatic Quality Assurance Project Plan for each applicable project

For each of the three cases (single project, multiple projects with different activities, or multiple projects with similar activities), the default requirements are listed as the first

option (1). These requirements should be used unless the QA Manager agrees to different requirements.

- STEP 4. For each type of documentation selected in STEP 3, identify (with the assistance of the QA Manager) whether the documentation should be prepared in accordance with the standard EPA requirements [i.e., *EPA Requirements for Quality Management Plans (QA/R-2)* and *EPA Requirements for Quality Assurance Project Plans (QA/R-5)*] or whether other EPA-approved requirements will be used. The standard EPA requirements should be used unless the QA Manager agrees to different requirements.
- STEP 5. If additional standards were identified in Step 2, identify (with the assistance of the QA Manager) what documentation is required to determine conformance to these standards.
- STEP 6. Provide the Contracting Officer with a list of the documentation required before and after award. Such information may be detailed in Attachment 2. It is recommended that you complete Attachment 2 and provide it to the Contracting Officer with the QA Review Form from STEP 1.
- STEP 7. After award of the contract, if the work consists of multiple projects (cases B and C in STEP 3), complete a QA Review Form and Section 2 of Attachment 2 for each project and attach it to the project's statement of work (e.g., work assignment, delivery order, task order).

If a project requires quality documentation (for example, a project-specific supplement to the Programmatic Quality Assurance Project Plan), incorporate the requirement to develop this documentation and to implement the EPA-approved documentation into the project's statement of work. If the project will be based on previously prepared and current EPA-approved quality documentation³, incorporate the requirement to implement this documentation into the project's statement of work and note this on the QA Review Form.

³For policy on approval procedures and requirements for ensuring quality documentation is current, see Sections 5.2.1 and 5.2.2 of EPA Order 5360 A1 (May 2000) and your organization's Quality Management Plan.

Attachment 2 (to Procurement Policy Notice 01-02)
Contracting Officer's Representatives Form for Defining Contract Quality Requirements

Use this form to provide direction to the Contracting Officer on the quality assurance activities that are required in the solicitation and contract.

1. a. Select all documentation required **before award of the contract**:

| | Documentation | Specifications |
|--------------------------|---|--|
| <input type="checkbox"/> | Quality Management Plan | <u>EPA Requirements for Quality Management Plans (QA/R-2)</u> [dated 03/20/01] |
| <input type="checkbox"/> | Joint Quality Management Plan/Quality Assurance Project Plan | <u>EPA Requirements for Quality Management Plans (QA/R-2)</u> [dated 03/20/01] and <u>EPA Requirements for Quality Assurance Project Plans (QA/R-5)</u> [dated 03/20/01] |
| <input type="checkbox"/> | Programmatic Quality Assurance Project Plan for the entire program (contract) | <u>EPA Requirements for Quality Assurance Project Plans (QA/R-5)</u> [dated 03/20/01] |
| <input type="checkbox"/> | Other Equivalent: _____ | <i>[Insert specification]</i> _____ |

- b. If the standard specifications do not apply, identify equivalent specifications:

_____.

2. a. Select all documentation required **after award of the contract** or upon issuance of the specific work to be performed under the contract:

| | Documentation | Specifications | Due After |
|--------------------------|--|--|-------------------|
| <input type="checkbox"/> | Quality Management Plan | <u>EPA Requirements for Quality Management Plans (QA/R-2)</u> [dated 03/20/01] | Award of contract |
| <input type="checkbox"/> | Joint Quality Management Plan/Quality Assurance Project Plan | <u>EPA Requirements for Quality Management Plans (QA/R-2)</u> [dated 03/20/01] and <u>EPA Requirements for Quality Assurance Project Plans (QA/R-5)</u> [dated 03/20/01] | Award of contract |

| | | | |
|--------------------------|---|--|---|
| <input type="checkbox"/> | Contract Quality Assurance Project Plan | <u>EPA Requirements for Quality Assurance Project Plans (QA/R-5)</u> [dated 03/20/01] | Award of contract |
| <input type="checkbox"/> | Programmatic Quality Assurance Project Plan for the entire program (contract) | <u>EPA Requirements for Quality Assurance Project Plans (QA/R-5)</u> [dated 03/20/01] | Award of contract |
| <input type="checkbox"/> | Quality Assurance Project Plan for each applicable project | <u>EPA Requirements for Quality Assurance Project Plans (QA/R-5)</u> [dated 03/20/01] | Issuance of statement of work |
| <input type="checkbox"/> | Project-specific supplement to Programmatic Quality Assurance Project Plan | <u>EPA Requirements for Quality Assurance Project Plans (QA/R-5)</u> [dated 03/20/01] | Issuance of statement of work |
| <input type="checkbox"/> | Other Equivalent: _____ | <i>[Insert specification]</i> _____ | <i>[Select one]</i> <input type="checkbox"/> award of contract <input type="checkbox"/> issuance of statement of work |

b. If the standard specifications do not apply, identify equivalent specifications:

_____.

3. List any additional quality standards besides *Specifications and Guidelines for Quality Systems for Environmental Data Collection and Environmental Technology Programs (ANSI/ASQC E-4)* that apply:

Title: _____

Numbering: _____

Date: _____

Documentation required to determine conformance: _____
